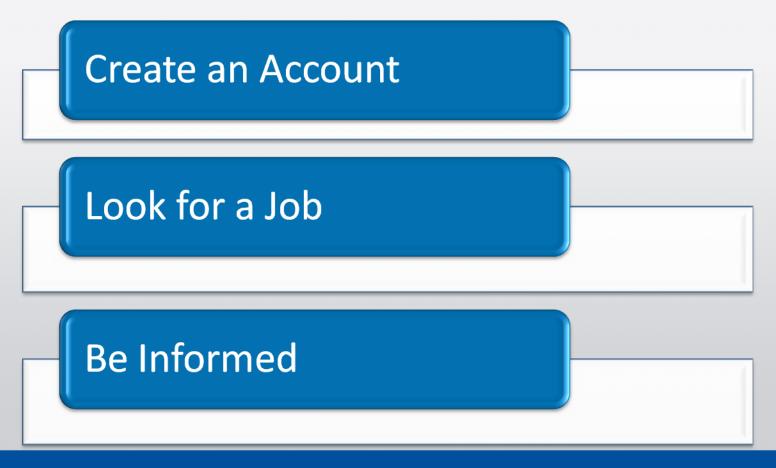
USASTAFFING/APPLICATION MANAGER

USAStaffing Applicant Information

Introduction to USAJOBS

USAJOBS is the official job site of the U.S. Federal Government. In USAJOBS you can:

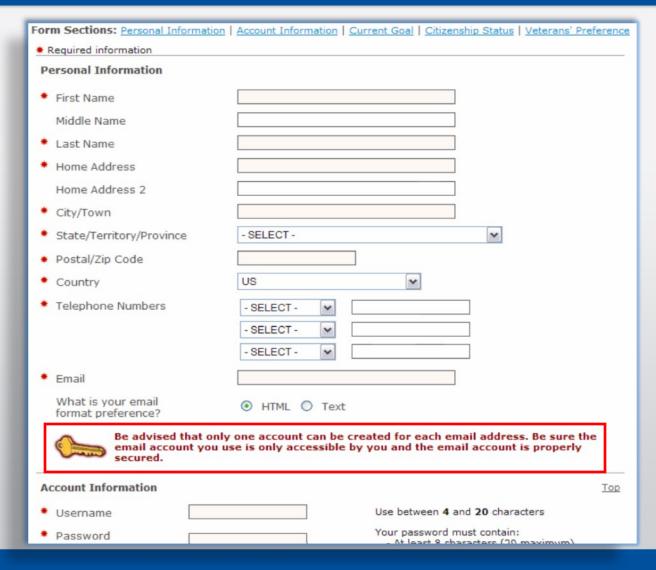


USAJOBS Main Page

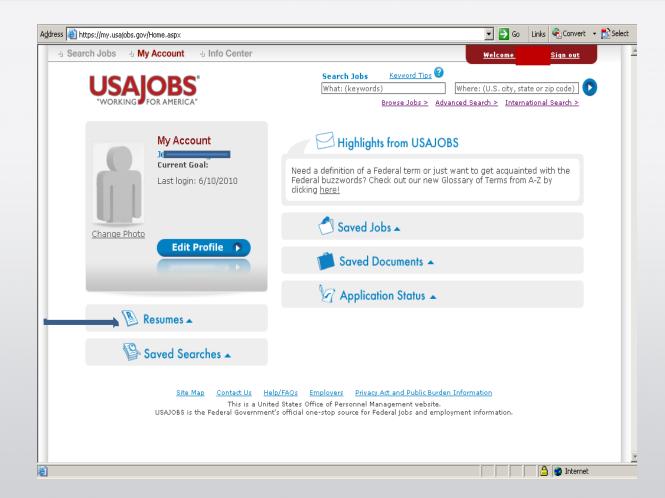
www.USAJOBS.opm.g



Create an Account

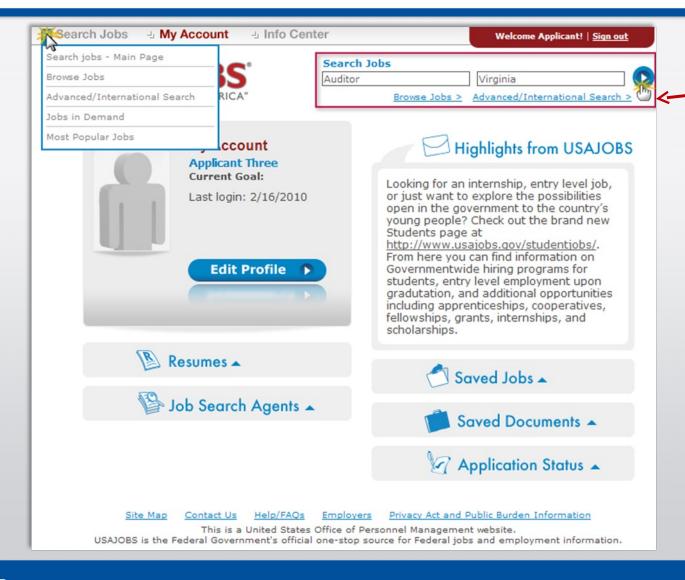


USAJOBS - My Account Area

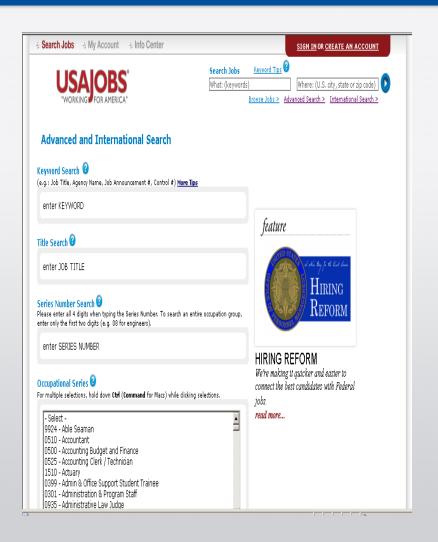


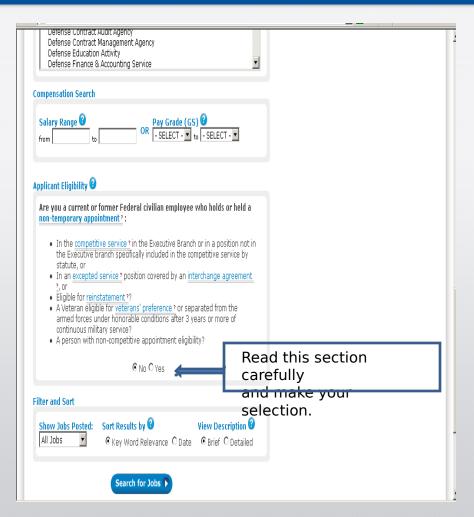
Click Resume to expand

Search Jobs

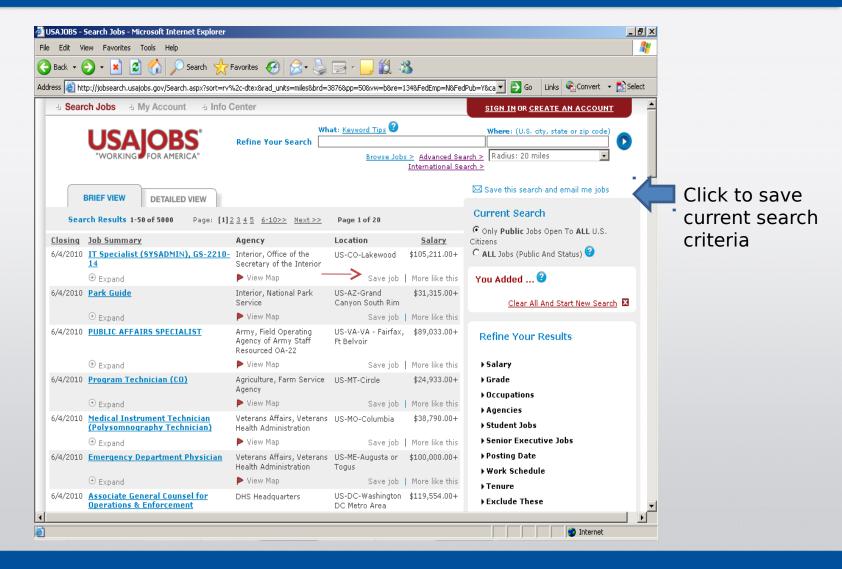


Advanced/International Search

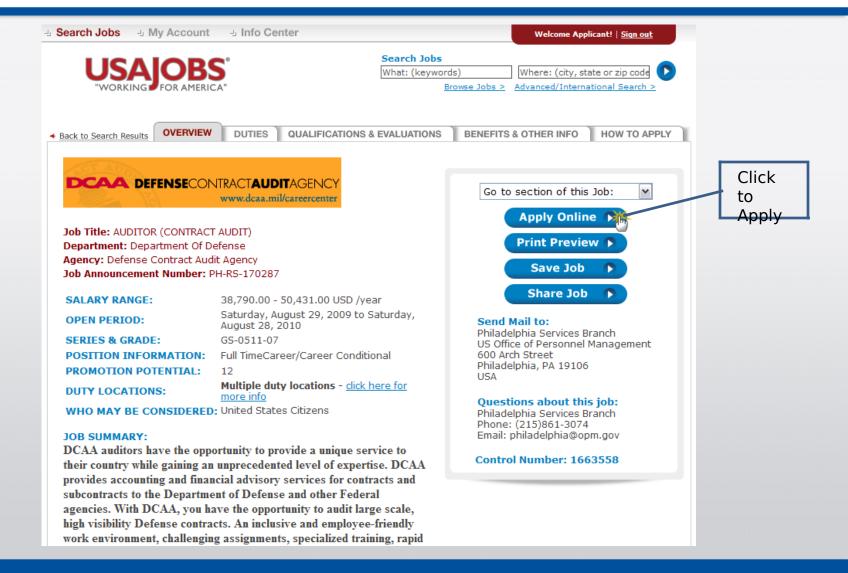




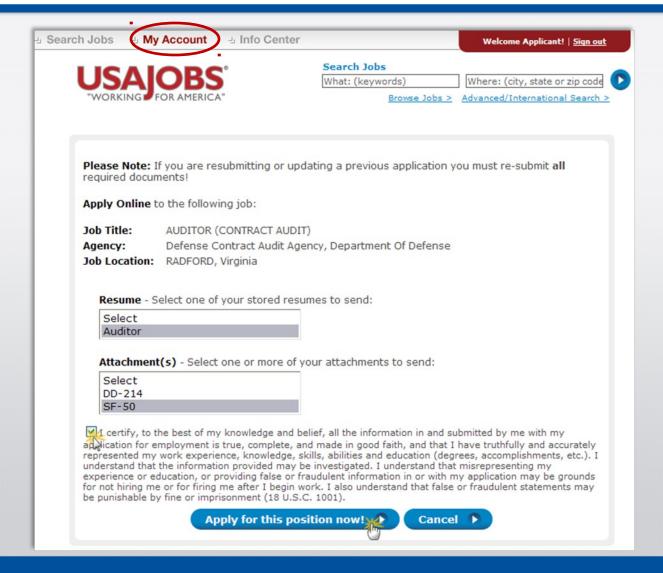
Job Search Results



Job Announcement - Apply Online



Select Resume and Attachment(s)



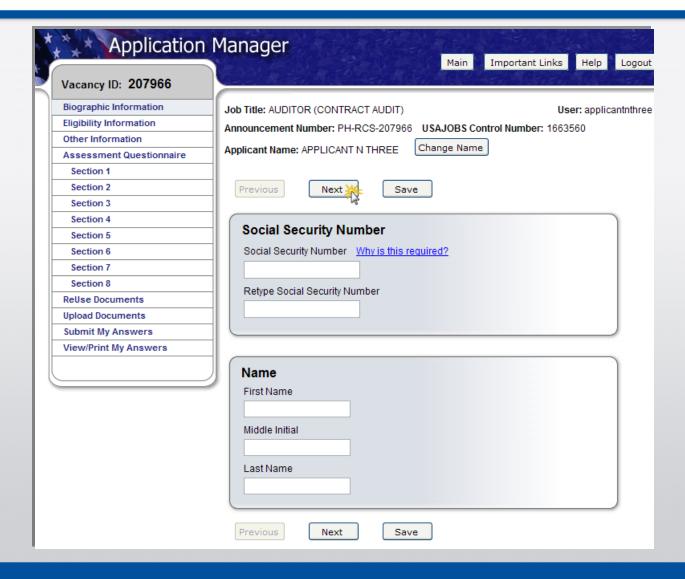
Application Manager



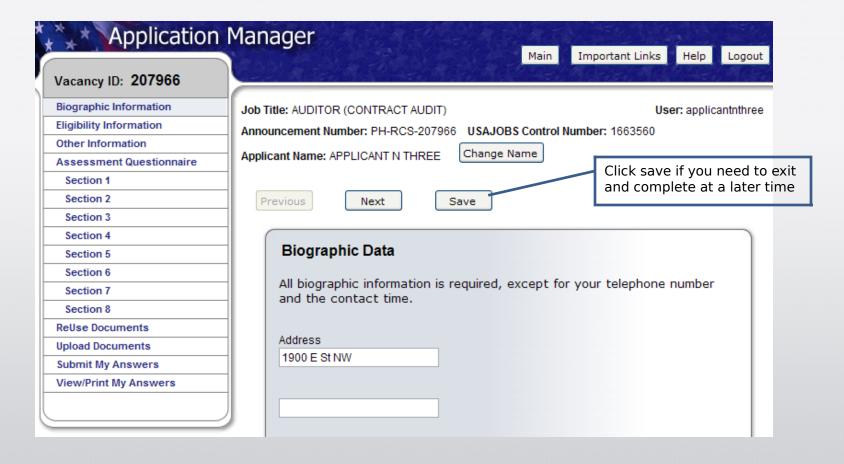
Create an Application Manager Account



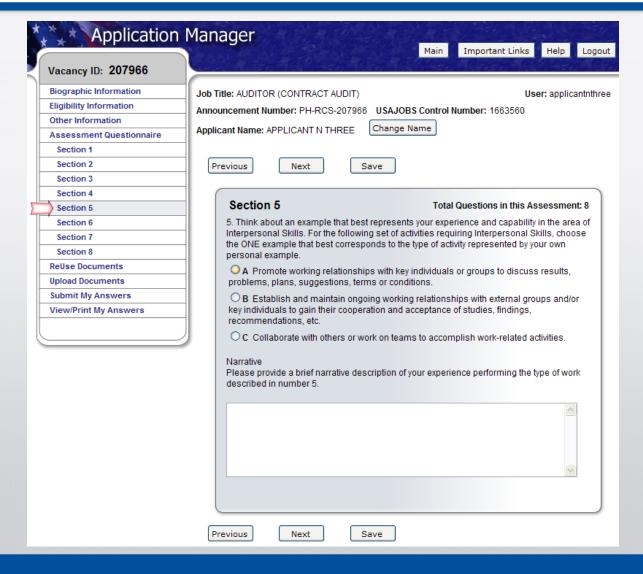
Application Manager



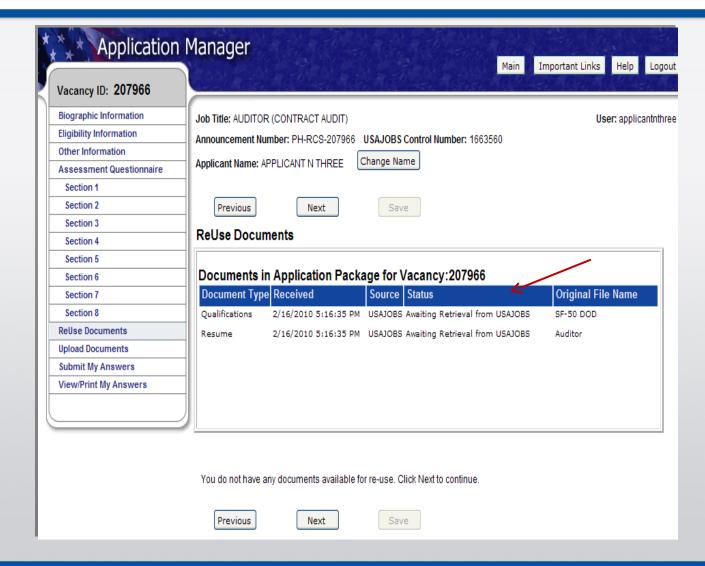
Biographic Data - Eligibility Information



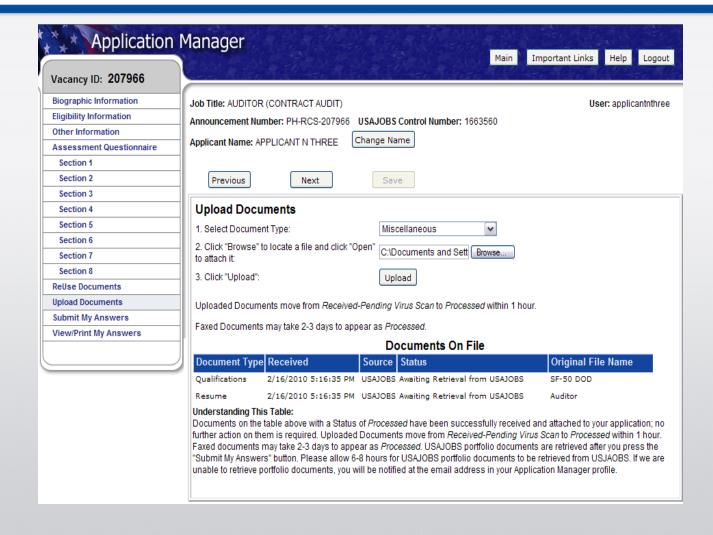
Assessment Questionnaire



ReUse Documents



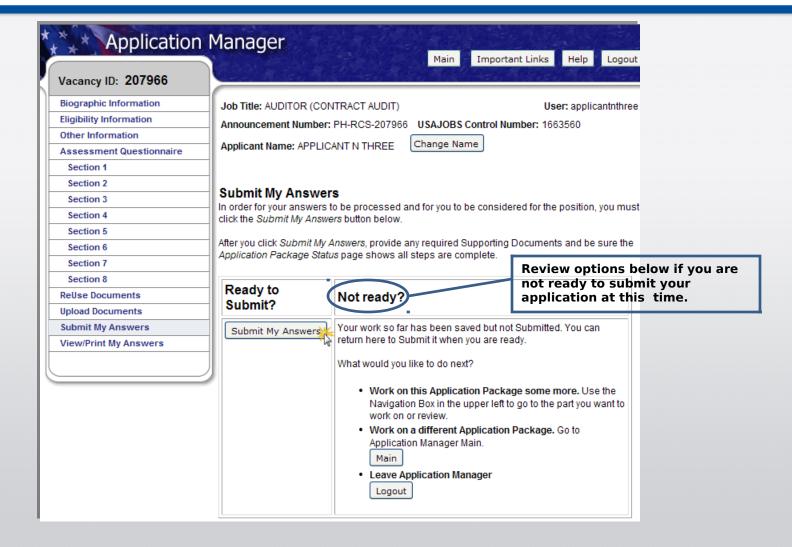
Upload Documents



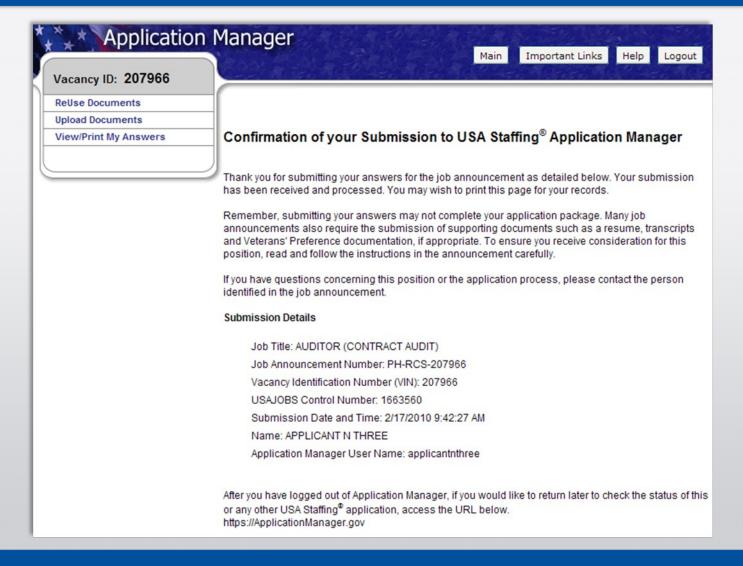
Upload Documents

Upload Documents		
1. Select Document Type:	Miscellaneous 💌	
Click "Browse" to locate a file and click "Ope to attach it:	C:\Documents and Sett Browse	
3. Click "Upload":	Upload	
Uploaded Documents move from Received-Pending Virus Scan to Processed within 1 hour.		
Faxed Documents may take 2-3 days to appear as Processed.		
Documents On File		
Document Type Received S	Source Status	Original File Name
Qualifications 2/16/2010 5:16:35 PM U	SAJOBS Awaiting Retrieval from USAJOBS	SF-50 DOD
Resume 2/16/2010 5:16:35 PM U	SAJOBS Awaiting Retrieval from USAJOBS	Auditor
Understanding This Table: Documents on the table above with a Status of Processed have been successfully received and attached to your application; no further action on them is required. Uploaded Documents move from Received-Pending Virus Scan to Processed within 1 hour. Faxed documents may take 2-3 days to appear as Processed. USAJOBS portfolio documents are retrieved after you press the "Submit My Answers" button. Please allow 6-8 hours for USAJOBS portfolio documents to be retrieved from USJAOBS. If we are unable to retrieve portfolio documents, you will be notified at the email address in your Application Manager profile.		
Document Upload and Faxing Tips:		
The "How to apply" section or tab in the Job Announcement contains a list of the required supporting documents for this		
position. • For important details about Document Uploading and Faxing, click <u>Help</u> . Then, if you need a Fax Cover Page, <u>click here.</u>		
Previous Next	Save	14

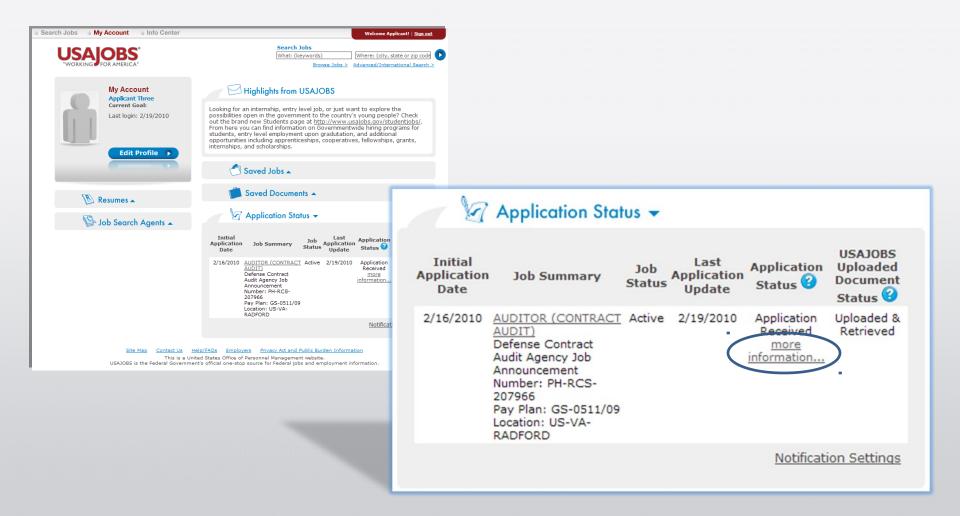
Submit My Answers



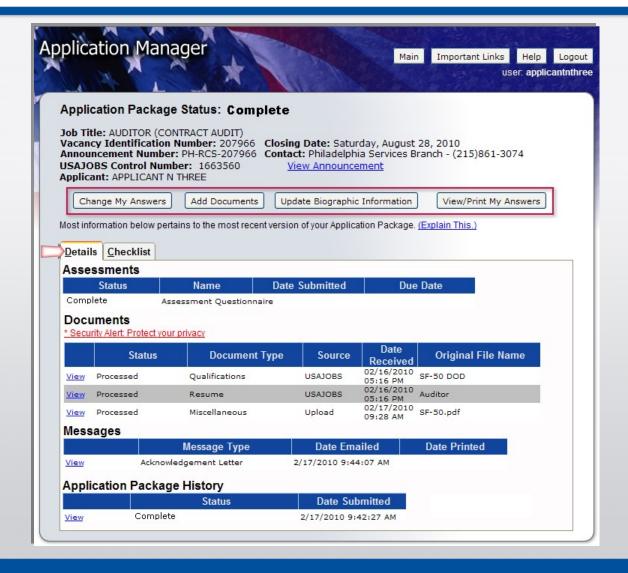
Confirmation Message



USAJOBS - Application Status



Details Page



Remember...

STEP 1: Carefully review Job
Announcement and instructions provided in the How to Apply section

STEP 2: Create
USAJOBS and
Application Manager
Accounts

STEP 3: Complete
Assessment
Questionnaire in
Application Manager
and submit all
required supporting
documents online

STEP 4: Check your Application Status before and after the closing date of the job announcement

Additional Resources

DLA Human Resources Website: www.hr.dla.mil

USA Staffing Application Manager: www.applicationmanager.gov

USAJOBS: www.usajobs.opm.gov

Human Resources Specialist Listed in the Vacancy Announcement

Technical Assistance: http://www.usajobs.gov/contactus.asp

QUESTIONS?